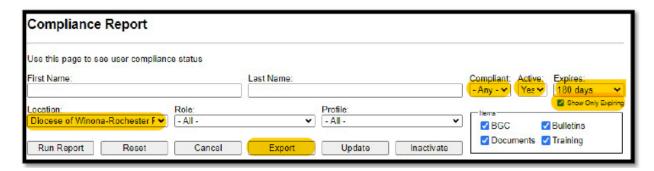# VIRTUS Complaince Report

On the **Administration** tab in the white section under **Main Reports** – **Compliance Report.**

In the example above, I have selected Location, Diocese of Winona-Rochester (chose yours). Change the **Compliant** box to **ANY,** the **Active** box to **Yes** and the **Expires** box to **180-days** or **1-year** so you <u>only</u> see those needing attention. This is the report that was received by clicking on the **Export** button. The report can be run differently so play around with it.

user_first	user_last	user_email	roles	sites	user_active	compliance	Issues (date means when it expires)
Ann	Jones	users.email@gmail	Employee	Parish/School	Y	!	Training (11/15/23),COC (11/15/23)
Jordan	Hanson	users.email@gmail	Employee	Parish/School	Y	N	Bulletins,BGC (09/24/23)
William	Carter	users.email@gmail	Employee	Parish/School	Y	N	Bulletins,Training (09/17/23)
Patrick	Nelson	users.email@gmail	Volunteer	Parish/School	Y	!	BGC (09/27/23)
Grace	Smith	users.email@gmail	Volunteer	Parish/School	Y	!	Training (10/08/23),BGC (10/11/23),COC (09/15/23)

This report shows (ISSUES):

1. Who needs a **BGC** (Background Check Run/Re-run)
2. Who is behind on monthly training **Bulletins**
3. Who needs to e-sign **Documents** (Code of Conduct)
4. Who needs **Training** (Recertification)

You can see what ISSUES the employees/volunteers at your location need to complete to be compliant with Safe Environment. For example, **Grace Smith**, needs to **recertify, background check re-run** and e-sign the **Code of Conduct** in the 180-day perimeter.